

# *Pupil Guide Book*



**North Scott Junior High School**



Name .....

Locker No. .... Grade .....



~~1963-1964~~

ADMINISTRATIVE STAFF

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Melvin E. Heiler, Principal  
Joseph W. Cassidy, Director of Elementary Education

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Henry DeCook	David McLaughlin
David McCubbin	Hugo Rasche
Ralph Madden	

PUPIL GUIDE BOOK

OF

NORTH SCOTT JUNIOR HIGH SCHOOL

First classes held in this new building in September, 1958

Compliments of

North Scott Junior High School Student Council

1963-64



### GREETINGS FROM THE PRINCIPAL

As a member of the North Scott Junior High School, you have satisfactorily completed approximately half of your public school education. The record that you have made is on file. What you do for the remainder of your school years will likewise become a matter of record.

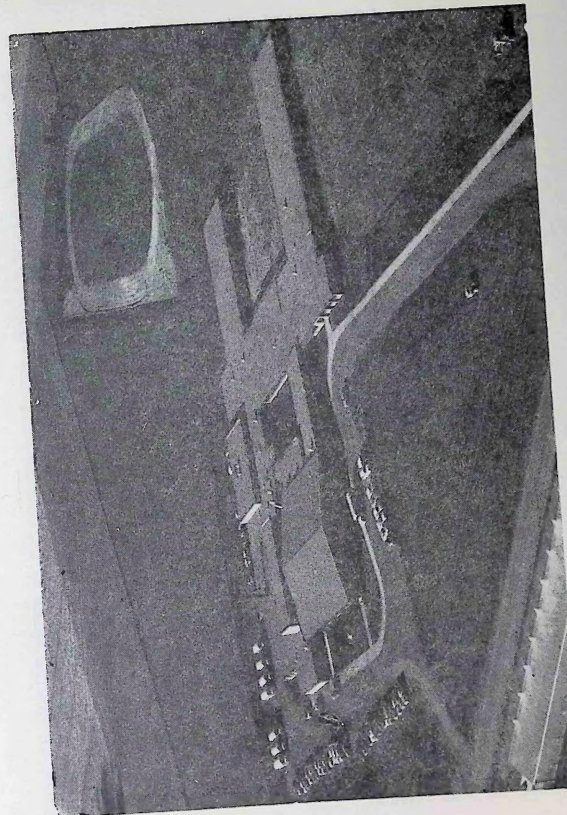
The North Scott Junior-Senior High School is an excellent building, well-equipped and modern. The faculty is well prepared and capable. It is therefore up to you to take full advantage of the opportunities which are yours. The extra-curricular program for the Junior High is expanding. You are urged to participate in some of these activities.

I welcome you to North Scott Junior High and remind you that the memories which you have of these school years depend upon the attitude with which you approach your studies and activities. It is hoped that North Scott will be a little better because of your presence.

MELVIN E. HEILER  
Principal

### SCHOOL HOURS

School hours are from 8:40 A.M. until 3:55 P.M. The building is open from 8:10 A.M. until 4:00 P.M. Students in the building at any other time are to be under direct supervision of a teacher. Students are to remain on the school grounds from the time they arrive in the morning until they leave at the close of the day except when they have a pass to do reference work at the Scott County Library.



**NORTH SCOTT HIGH SCHOOL  
LIST OF TEACHERS  
FOR 1963-64**

*Anderson, Donald	Guidance
*Banks, William	Jr. High English
Beh, Benjamin	Mathematics
Benjamin, Keith	Business Education
Burwell, Rose	English, Journalism
Cole, Richard	Industrial Arts
*Dalton, Ronald	Jr. High Mathematics, Jr. High Coach
Day, Lucille	Art
*Egland, Marilyn	Jr. High English
*Erikson, Erik	Guidance
Erps, William	Biology, General Science
*Glasgow, Carol	Business Education
*Glasgow, Judith	Jr. High English
*Hall, James	Jr. High Science
Hamill, Robert	English
*Heddinger, Carolyn	Library
Higby, Wayne	Industrial Arts, Drivers Education
Hughes, Carmen	Home Economics
Kelley, George	Industrial Arts
*Kluver, Eleanor	Girls Physical Ed., Cheerleaders
Lake, Larry	World History, Coach
*Lohmann, Wendall	Jr. High Science
Martin, Don	English
*Monty, Marie	Jr. High Music
*Murphy, Kathleen	Jr. High Communication Skills
*Nelson, James	Athletic Director, Phys. Ed., Coach
*Ober, Robert	Vocal Music
Oles, Raymond	Mathematics, Coach
Peeters, Kenneth	General Science, Chemistry, Physics
Price, Sharon	Home Economics
Ryan, Delmar	Business Education
*Schatz, Milton	Jr. High Social Studies, Debate
*Schmelzer, Donald	Sr. High Social Studies, Coach
Schmidt, Keith	Voc. Agriculture
Scott, Donald	American History, Jr. High Coach
Seerist, Robert	General Science, Mathematics
*Schultz, Arthur	Instrumental Music
Sehmann, Richard	Social Studies, Sr. High Coach
Slezak, Sharon	English
Snyders, Richard	Drivers Education, Coach
Sullivan, Kathryn	Spanish, English
*Thiede, Amelia	Guidance
*Thompson, Richard	Jr. High Social Studies
Van Hall, Shirley	Jr. High Mathematics
Willemssen, Nancy	Speech, English
MELVIN E. HEILER	PRINCIPAL

\*Denotes Jr. High Teachers

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NORTH SCOTT JUNIOR HIGH SCHOOL  
SCHEDULE OF TEACHERS' CLASSES  
1983-84

Period	1	2	3	4	5	6	7	8	9
Teacher Banks C-15	8:40-9:35 Comm. Skills 8-B	9:35-10:20 Study Hall 8-C	10:24-11:03 Study Hall 8-E M.W.F.	11:09-11:51 Jr. High Athletics	12:19-12:59 Comm. Skills 8-B	1:03-1:43 Comm. Skills 8-B	1:47-2:27 Study Hall T-Th 7-A	2:31-3:11 Comm. Skills 8-A	3:15-3:55 Comm. Skills 8-A
Dalton C-19	8-A Study Hall	Math 8-B	Math 8-D	Jr. High Athletics		Study Hall 8-E	Math 8-A	Math 8-E	Math 8-C
Byrd C-20	H. Art 8-A	Art 8-B	Art 8-B	Homeroom 8	Art 8-D	8-A	Art 8-E	Art 8-C	Study Hall 7-A
Edland C-14	Study Hall M.W.F. 8-B-C	Comm. Skills 8-E		Homeroom 8	Comm. Skills 8-C	8-C	Study Hall 8-D	Comm. Skills 8-D	Comm. Skills 8-D
Erikson C-12	Guid. 8-A T. Guid. 7-F Th.	Guid. 8-C M. Guid. 7-E Th.		Homeroom 7	Guid. 7-C Th.	8-C	Guid. 8-D M. Monday	Guid. 8-B Monday	Thursday Guid. 8-A
Glasgow C-11	Study Hall 7-D	Comm. Skills 7-D	Comm. Skills 7-D	Homeroom 7	Comm. Skills 7-A	7-A	Comm. Skills 7-B	Comm. Skills 7-B	Comm. Skills 7-B
Hall C-11	Science 7-D	Science 7-A	Science 7-B	Homeroom 7	Science 7-E		Science 7-F	Study Hall 7-E Th.	Science 7-D
Hughes C-11	Study Hall 7-F C1								
Kluer Gym	Phys. Ed. 8-B-C T-Th	Phys. Ed. 8-A-D T-Th	Phys. Ed. 8-E T-Th			Phys. Ed. 7-B-D M.W.F.	Phys. Ed. 7-A-C M.W.F.	Phys. Ed. 7-A-C M.W.F.	

Period	1	2	3	4	5	6	7	8	9
Teacher Banks C-15	8:40-9:35 Science 8-D	9:35-10:20 Study Hall M.W.F. 8-A	10:24-11:03 Science 8-C	11:09-11:51 Homeroom 8	12:19-12:59 Science 8-A	1:03-1:43 Study Hall T-Th 7-D	1:47-2:27 Science 8-B	2:31-3:11 Study Hall 8-B	3:15-3:55 Science 8-E
Monty C-2	8th Band M-W	Music 7-C		Jr. High-Girls Chorus	Music 7-B	Comm. Skills 7-F	Music 7-A	Music 7-A	
Murphy C-13	Comm. Skills 8-B-C	Study Hall 7-E	Comm. Skills 7-E			Phys. Ed. 7-A-C	Study Hall 7-C	Comm. Skills 7-C	Comm. Skills 7-C
Thompson Gym	Phys. Ed. 8-B-C	Phys. Ed. 8-A-D T-Th	Phys. Ed. 8-E T-Th			M.W.F.	M.W.F.	High Sch. Athletics	High Sch. Athletics
Oberg C-2	High Sch. T-Th			Jr. High Chorus		Music 7-E	Music 7-D		High Sch. 8-B
Schultz C-10	High Sch. Debate	Study Hall M.W.F. 8-D	Soc. Stud. 8-A	Homeroom 8	Soc. Stud. 8-E	Soc. Stud. 8-D	Study Hall 8-C	Study Hall 7-F	Soc. Stud. 8-B
Schneider Gym								Phys. Ed. 7-E F	
Schultz C-1							7th Band T-Th		
Thompson C-16	Soc. Stud. 7-B	Soc. Stud. 7-F	Soc. Stud. 7-A	Homeroom 7	Study Hall 7-D	Soc. Stud. 7-C	Soc. Stud. 7-D	Soc. Stud. 7-E	Soc. Stud. 7-E
Van Hall C-17	Math 7-A	Math 7-B	Math 7-C	Homeroom 7	Math 7-D	Study Hall 7-B T-Th	Math 7-E	Math 7-F	Math 7-F

SCHEDULE OF CLASSES  
EIGHTH GRADE  
NORTH SCOTT JUNIOR HIGH SCHOOL  
1963-64

Period	1	2	3	4	5	6	7	8	9
Section A	8:40-9:35 Band-M-W Study Hall M-W-F	9:35-10:20 Phys. Ed. T-Th Study Hall M-W-F	10:24-11:05 Sec. Stud. C-16	11:09-11:51 Homeroom	12:19-12:59 Science B-7	1:03-1:43 Art B-1	1:47-2:27 Math C-19	2:31-3:11 Comm. Skills C-14	3:15-3:55 Comm. Skills C-14
B	8:40-9:35 Band-M-W Study Hall M-W-F	9:35-10:20 Phys. Ed. T-Th Study Hall M-W-F	10:24-11:05 Art B-1	11:09-11:51 Homeroom	12:19-12:59 Comm. Skills C-15	1:03-1:43 Comm. Skills C-15	1:47-2:27 Science B-7	2:31-3:11 Study Hall B-7	3:15-3:55 Sec. Stud. C-16
C	8:40-9:35 Band-M-W Study Hall M-W-F	9:35-10:20 Phys. Ed. T-Th Study Hall M-W-F	10:24-11:05 Science B-7	11:09-11:51 Homeroom	12:19-12:59 Comm. Skills C-14	1:03-1:43 Comm. Skills C-14	1:47-2:27 Sec. Stud. C-19	2:31-3:11 Art B-1	3:15-3:55 Math C-19
D	8:40-9:35 Band-M-W Study Hall M-W-F	9:35-10:20 Phys. Ed. T-Th Study Hall M-W-F	10:24-11:05 Math C-19	11:09-11:51 Homeroom	12:19-12:59 Art B-1	1:03-1:43 Sec. Stud. C-16	1:47-2:27 Study Hall C-14	2:31-3:11 Comm. Skills C-15	3:15-3:55 Comm. Skills C-15
E	8:40-9:35 Band-M-W Study Hall M-W-F	9:35-10:20 Phys. Ed. T-Th Study Hall M-W-F	10:24-11:05 Phys. Ed. T-Th Study Hall M-W-F	11:09-11:51 Homeroom	12:19-12:59 Sec. Stud. C-16	1:03-1:43 Study Hall C-19	1:47-2:27 Art B-1	2:31-3:11 Math C-19	3:15-3:55 Science B-7

SCHEDULE OF CLASSES  
SEVENTH GRADE  
NORTH SCOTT JUNIOR HIGH SCHOOL  
1963-64

Period	1	2	3	4	5	6	7	8	9
Section A	8:40-9:35 Math C-17	9:35-10:20 Science C-11	10:24-11:05 Sec. Stud. C-18	11:09-11:51 Homeroom	12:19-12:59 Comm. Skills C-12	1:03-1:43 Comm. Skills C-12	1:47-2:27 Phys. Ed. Band T-Th T-Th C-15	2:31-3:11 Music C-2	3:15-3:55 Study Hall B-1
B	8:40-9:35 Sec. Stud. C-18	9:35-10:20 Math C-17	10:24-11:05 Science C-11	11:09-11:51 Homeroom	12:19-12:59 Music C-2	1:03-1:43 R.W.F. Study Hall T-Th C-17	1:47-2:27 Band T-Th Study Hall T-Th C-17	2:31-3:11 Comm. Skills C-12	3:15-3:55 Comm. Skills C-12
C	8:40-9:35 Science C-11	9:35-10:20 Music C-2	10:24-11:05 Math C-17	11:09-11:51 Homeroom	12:19-12:59 Study Hall C-18	1:03-1:43 Sec. Stud. C-18	1:47-2:27 Phys. Ed. Band T-Th T-Th C-13	2:31-3:11 Comm. Skills C-13	3:15-3:55 Comm. Skills C-13
D	8:40-9:35 Study Hall C-12	9:35-10:20 Comm. Skills C-12	10:24-11:05 Comm. Skills C-12	11:09-11:51 Homeroom	12:19-12:59 Math C-17	1:03-1:43 Math Study Hall T-Th E-7	1:47-2:27 Music C-2	2:31-3:11 Science C-11	3:15-3:55 Science C-11
E	8:40-9:35 Comm. Skills C-13	9:35-10:20 Study Hall C-13	10:24-11:05 Comm. Skills C-13	11:09-11:51 Homeroom	12:19-12:59 Science C-11	1:03-1:43 Music C-2	1:47-2:27 Math C-17	2:31-3:11 Math Study Hall T-Th C-11	3:15-3:55 Math C-17
F	8:40-9:35 Study Hall C-1	9:35-10:20 Sec. Stud. C-18	10:24-11:05 Music C-2	11:09-11:51 Homeroom	12:19-12:59 Comm. Skills C-13	1:03-1:43 Comm. Skills C-13	1:47-2:27 Science C-11	2:31-3:11 Phys. Ed. Study Hall T-Th C-18	3:15-3:55 Sec. Stud. C-18

SCHOOL CALENDAR  
North Scott Community School District  
1963-1964

Aug. 26-30—In-Service Training for Teachers  
 Sept. 2—Holiday (Labor Day)  
 Sept. 3—First day of school  
 Sept. 9—Annual School Elections  
 Oct. 17-19 — ISEA State Convention.  
 School dismissed at 2:00 P.M. October 17  
 Nov. 8—End of 1st 9 weeks period (48 days)  
 Nov. 21-22—Annual Convention (IASB)  
 Nov. 27—School dismissed 2:30 P.M.  
 Nov. 28-29 Holiday (Thanksgiving)  
 Dec. 20—Classes dismissed 2:30 P.M. (Christmas)  
 Jan. 2—Classes resume  
 Jan. 17—End of 2nd 9 weeks period (40 days)  
 Jan. 17—End of 1st Semester (88 days)  
 March 20—End of 3rd nine weeks (45 days)  
 March 27—Holiday (Good Friday)  
 March 30—Holiday  
 May 28—End of 4th nine weeks period (47 days)  
 May 28—End of 2nd Semester (92 days)  
 May 28—End of School Year (180 days)  
 June 4—End of contract year (190 days)

One day during the term of this calendar will be taken out for County Institute.



#### Attendance — Absence — Tardiness

##### IMPORTANT

You are expected to be at school on time every day. For tardiness, absence, or dismissal from school before the time of closing, the pupil must present a written excuse from the parent or guardian. Bring this excuse to the office before school starts or during your noon hour and you will be issued an absence slip which will admit you to your classes. In case of absence due to illness or death in the family you will be given an "excused" absence. The teachers will initial this admit and allow you to arrange for make-up work. Be sure to keep this slip until your teachers, from whose classes you were absent, sign it.

Be sure the excuse from your parent includes date (s) of absence, specific reason, and signature.

In case you are tardy, report to the office for a tardy slip. Most cases of tardiness are not necessary and you can expect to be checked very closely.

Once in a while your parents may wish to have you excused from school early. If they do, bring a written request from your parent. Bring this request to the office and then you will be given a slip stating the time you are to be excused. Take this slip to the teacher of each class you will miss that day. Then leave it with your home room teacher. This will let each teacher know that you are properly excused. Then you will not need an admission slip the next day.

##### Arrival at School

In general you should not plan to get to school before 8:15 a.m. and should be off the school grounds by 4:00 o'clock. UNLESS you are participating in a school activity or under the supervision of a teacher — please follow the regulations.

Pupils who come by bus and arrive early are to go to the junior high wing or stay outside until 8:30. We hope it will be unnecessary for buses to arrive at the school before 8:00 a.m.

#### Assembly Programs

Our school puts on many assembly programs during the year. Pupils direct and take part in most of them. The program is announced for a certain hour and when the bell sounds, pupils pass to the gym according to the plan given, and take the designated seats. Our one big rule is "Treat the performers as you would want them to treat you. Remember you may be on the stage sometime." That means above all — no whistling or loud talking, and only appropriate applause. DON'T spoil the program for others.

#### Automobiles or Scooters

Pupils who ride in automobiles or on scooters to school are expected to not ride in or on them from arrival until school dismissal. Special permission for use at noon may be granted by the principal upon written recommendation of parent. No student is to ride in a car or on a scooter except in going to and from his OWN home for lunch.

#### Bicycles

Bicycles and "motorcycles" should be parked in a designated spot to be announced. Your "bike" should remain there until you go home after school.

#### Bookroom — School Supplies

School supplies are sold in the bookroom every school day from 8:30 to 8:40 and during your noon hour. Buy your supplies ahead of time so you can keep up with your classwork. During the first week of school, the bookroom will be open at noon and after school as needed.

#### Breakage

"Pupils who shall be guilty of defacing or injuring any of the school property shall pay in full for all damages" also "Each pupil is expected to use his books with care, to preserve them free from pencil and ink marks and all other unnecessary defacement. Pupils will be held responsible for all damage done by them to the property of others." The cost of any breakage is determined by the business office and paid through the principal's office.

#### Change of Address

Always report to the office immediately when you have a change of address.

#### Class Schedule Card

Each pupil is given a class schedule card at the time of registration. Please remember to take this schedule card with you the first day of school and copy it in your pupil guide book.

This card shows in what rooms your classes meet and where you are to go each hour of the day.

It is important that you keep this card until you are entirely familiar with your schedule. It should be placed among your school things or copied in the back of this guide book.

#### Credits

Pupils do not choose subjects in grades seven or eight. All subjects except band are required. Some subjects are taken only two, three, or four days a week, others are studied every day. Those taken every day are called "full time" subjects. If a seventh or eighth grader fails one of the full time subjects for the year he must take that subject over the next year if the administration so desires. If he fails two of the full time subjects he is required to take the entire grade over at the discretion of the school administration.

Courses like English which are "full time" subjects meet five times each week. Physical education and others meet twice or three times a week. Your class schedule can and will help you in these matters.

At the end of the eighth grade all boys and girls who have passed the required subjects are admitted to high school. However, if a pupil failed a specific subject he will enter high school with that deficiency and must make it up if the administration so desires.

#### Collection of Money from Pupils — Gifts

Money may be collected from pupils or classes for educational purposes only. Collection of money for gifts for departing pupils and for similar activities is not approved. Also, a school-wide policy prevents a teacher from accepting gifts from individuals or groups of pupils.

#### Excuse from Study Hall, Homeroom, or Class

If a teacher wishes you to report to his classroom from another room, get a slip from this teacher, have it "O.K'd" by the teacher before 8:40 o'clock, and keep the slip in the room from which you will leave. Get your permits ahead of time so you can get to the classroom on time.

#### Fees — Book Rental

The rental fee for books is per semester. You pay this book rental fee at the principal's office or in your home rooms as directed, during the week school starts. The fee for the second semester is paid in January before the second semester opens. In case a pupil leaves school during the semester, a refund is made according to school board regulations. Your report card will not be issued unless all fees are paid.

#### Fire Drills

Fire drills are held regularly throughout the year. Note the fire drill directions posted in each room. When the fire buzzer sounds, the pupil nearest the door fastens the door open and leads the class to the proper exit. The pupils who go out the doors first should go far enough ON THE SIDEWALKS or away from the building to allow space for all pupils to get completely away from the building. HURRY, BUT DON'T RUN; AVOID LOCKING HANDS OR ARMS, AND KEEP CALM AND QUIET.

#### First Aid — Accidents

If you suffer an injury at school come to the office immediately. If the school nurse is in the building, she will give first aid. Otherwise the office will provide first aid treatment and if necessary, take you home or to your family doctor. Avoid accidents — observe "safety first" rules in classroom and on the playgrounds.

#### Gym Classes

Physical Education is required of every pupil. Unless you have a doctor's excuse, you are expected to report to gym class with the necessary gym suit and shoes. Towels are provided so you can take a shower. Keep your clothes in your assigned locker room and keep the lock locked.



#### Corridors

Our corridors are crowded so it will help a great deal if you get your supplies from your locker and go immediately to your classroom. If you wish to visit, you are encouraged to go to the assigned morning homeroom. Keep to the right. You know how you should conduct yourself in the corridors! Do your part to eliminate any unnecessary noise or confusion. Avoid locking hands or arms. Never hurry or push through the crowds in the halls!

#### Homerooms

Your fourth period classroom will be your morning homeroom. Topics concerning school citizenship, school policies and student council activities, are some of the subjects which will be presented for discussion at announced times during the homeroom period. Intra-mural activities and various team games will be set up by the Boys' and Girls' Physical Education teachers rather than the homeroom teachers.

#### Inter-School Athletics

A schedule will be set up at the beginning of the school year regarding junior high sports.

#### Intra-Mural Athletics

Every pupil has the opportunity to take part in intra-mural athletics. The games are played under supervision at noon or during the athletic period. Citizenship must be satisfactory in order to take part in the contests.

#### Library

Each pupil is assigned if possible to at least one study hall period at which time you may use the library. Certain library instruction will be given by the librarian. If you are assigned to the library as a study hall, observe the regular library rules. Remember to take care of all books in the library and bring them back when due.

#### Lockers

##### KEEP YOUR LOCKER LOCKED.

This locker is provided for you. You are responsible for the condition of the locker and key. Use the key properly and with care and it will not be necessary to assess you the price of a new one. Report promptly to the office or to the custodians when you have trouble with the lock or find it necessary to change lockers.

#### Lost and Found

Any article which you find should be brought to the office IMMEDIATELY. The owner can claim it there. The office will do all it can to aid in its return.

#### Make-up Work — Dismissal Time

Each pupil is responsible for arranging for making up work which has been missed due to excused absence. The time from 8:15 to 8:45 is set aside especially for pupil's classwork missed. If a pupil is asked to come in during this time, he MUST REPORT WITHOUT FAIL. School work comes before any other activity. In order to prevent conflict in case a pupil has several subjects to make up, the teacher can assign the work and the student will be expected to make up the work at home and turn it in. A pupil can be asked to come in after school by any teacher in case he has not previously made up the work or in discipline cases. (The student must be notified one day in advance.) The North Scott school day ends at 3:55 p.m.

#### Marking System — Report Cards — Honor Roll

Report cards are given out approximately every nine weeks. Grades are marked A, B, C, D, or F. In case a pupil did not complete the work due to absence, the grade may be marked "Inc." (for incomplete), which is changed to an "F" if not made up in a reasonable time. Cards are given out in the afternoon, should be taken home and signed by a parent or guardian, and returned the next day. If a report card is lost, report this to the office promptly. After each quarter, honor students will be recognized. You should try hard to be on these honor rolls.

#### Money and Valuables

You are responsible for your own money and valuables. Keep them locked up in your locker, especially during gym period or any activity period.

#### Music Lessons

Any boy or girl who is interested in learning to play a band or orchestra instrument should tell the band director. The band director will arrange to talk with the pupil about his interests. Pupils who leave a class to take a music lesson are responsible for making up work missed during their absence.

Small groups in vocal music meet before or after school for rehearsals for this purpose or at a specific class period set aside.

#### Outside Activities

Some activities taking place outside school hours include: Girl Scouts, Boy Scouts, Little League Baseball, 4-H clubs, Church activities. Although the school has no official connection with these organizations it is more than glad to help out such groups. Announcement will be made of meeting times and membership details.

#### School Grounds, Care of

Do your part in keeping school grounds clean. Don't cut across lawns — use the sidewalks! Throw waste paper in receptacles.

#### Service Books

Do not mark in the classroom service books. If they are damaged, you must pay a fine. If they are lost, you must pay for a new book. Books will be inspected at various times during the year. If you wish to take a book home in the evening to do additional work, you may sign it out after school. These books must be returned the next morning unless special permission is given by the teacher.

#### Study Halls

Many pupils will be assigned to classrooms or library every period during the day. However, those pupils who do not have a complete schedule will be assigned to various rooms as study halls. Study halls are provided for STUDY and emphasis will be placed on the policy that each pupil should provide himself with suitable study material so that he can make the hour completely productive. Library books may be read and magazines as well. However, comic-books are not suitable and will be confiscated and destroyed. ACT in THE STUDY HALL AS YOU WOULD IN OTHER CLASSES.

#### Telephone

If it is necessary for you to use the telephone before or after school, you may use the pay phone or go to the Principal's Office and ask permission to use that phone. It must be important, however.

You will not be called to the telephone during school hours. However, a message will be delivered to you when your class has been dismissed.

#### Tuition

All matters relating to non-resident pupils must be cleared through the office of the secretary of the School Board, Mrs. Keehner.

#### Visitors

Occasionally you may want to bring a visitor to school with you. Common courtesy suggests you secure permission from the office in advance so that you are sure it is all right. During the final days of school, permission will RARELY be granted.

#### Birth Certificates

Every boy or girl who enters junior high school and who has never before gone to a North Scott public school is required to show the Office Secretary his birth certificate so that we may know that his birth date on our records is accurate.

If no birth certificate is available, he must present his baptismal certificate or some similar document or have his parents sign an affidavit giving his birth date.

#### Class Bells

The 8:40 a.m. and 12:19 p.m. bells are signals that class has started. Please be in your classrooms and seated several minutes before the final bell. By getting in this habit we may be able to have a tardy free record. Four minutes are allowed for passing between classes. Keep to the right and please walk quietly and orderly. You will have plenty of time to get from one class to the other. We are depending on you to conduct yourself as a good school citizen at all times.

#### Return After Absence

The first item in this booklet explains what excuses are required. However, remember this — if you are absent in the morning but return to school at noon you must bring your excuse to the office at noon and secure your admission slip to class. Otherwise you will be counted absent for the afternoon.

#### Safety

Because the school is located on a busy street it will be required that every pupil follow all traffic safety rules. Please keep on the sidewalks whenever possible.

#### Cafeteria

We are depending upon your cooperation to make the dining room a pleasant place to eat and relax. Because this room is large it will accommodate all pupils whether they bring their lunch or buy the plate lunch.

If you bring your lunch to school you are to eat it in the dining room.

There are two serving lines. The line on the right serves plate lunch No. 1 and the line on the left, plate No. 2. The price of the lunch is 40c and includes a generous, tasty, nutritious meal. The menu for the week is posted every Monday. Please do not eat food in any other part of the building or on the school ground. There is room for everyone to eat in the dining room.



#### Noon Activities

Beginning at 12:05 every noon, some type of noon activity takes place. During nice weather, it may be baseball, football, basketball, or track outside. During the winter months, it may be volleyball, basketball, or dances in the gym.

#### Leaving the Class Rooms

When it is necessary to leave your class room ask your teacher for permission and then sign your name, the time of leaving, and the time of returning on the paper provided for that purpose. Because of the four minutes provided for passing from one class to the other, you will seldom find it necessary to ask to leave the room.

#### Elementary School Visitation

Now that you are no longer an elementary school pupil, you will visit your elementary school only as a guest. Report to Mr. Cassidy's office upon arrival at our school, and get permission to visit; just as you would do if visiting a friend's home. You will let him know the nature of the call and make clear who you want to see. Make calls short and pleasant. Avoid making them too frequently and wearing out your welcome. All of the present 6th graders will have the chance to visit our junior high school.

#### Student Council

Members of the student council are elected by members of each class on the basis of proportional representation. One purpose of the student council is to give the student body an opportunity to express itself and gain experience in parliamentary procedures. The student council also encourages high standards of citizenship, scholarship, and sportsmanship.

#### School Colors

Scarlet and Silver

#### School Emblem

Shield with cross lance.

#### School Paper

The school paper is known as "The Lance." It is published through the cooperative effort of the English and typing classes. If you wish to work on the school paper please see your English teacher.

#### YOUR SCHEDULE OF CLASSES—1963-64

Name _____	Grade _____							
Parent's Name _____	Phone _____							
Address _____	Locker _____							
Per.	Subject	Room	Teacher	M	T	W	Th	F
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

